

**THE CITY OF TEXARKANA, ARKANSAS**  
**is accepting applications for the following position:**  
**Parks Foreman – Full Time**

**SUMMARY OF THE POSITION:**

Supervises and participates in the daily management of turf and grounds of complexes including construction, repair, and maintenance activities of parks maintenance crews by performing the following duties.

**ESSENTIAL JOB FUNCTIONS:**

- Performs a variety of supervisory and semi-skilled tasks in the maintenance and operation of buildings, grounds, parks, open spaces and recreational structures.
- Works under the administrative supervision of the Parks Superintendent.
- Schedules and directs the work activities of assigned Parks Maintenance Workers, part-time employees, Community Work Crews and volunteers.
- Manages and supervises a maintenance crew responsible for parks or public grounds; plans and organizes workloads and staff assignments; trains motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Supervise and/or preforms routine maintenance to all equipment; for example, trucks, tractors, ATVs, mowers, hand held tools, etc.
- Reports misuse or damage to equipment and/or facilities to supervisor.
- Enforces on the job safety.
- Ensures subordinates transport equipment and material in a safe manner.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Provides assistance with special events; set-up and disassembles special event operations.
- Operates hand tools and light earth-moving equipment, including front-end loader, Bobcat, tractor and implements.
- Supervise the use of chain saw, pole saw, hand saw, pruner and other hand and power tools for tree trimming; utilizes shovels, rakes and other hand tools to prepare and maintain areas.
- Supervise the use of hand and tractor-mounted mowers and hand-held string trimmers to cut grass.
- Supervise the use of power hedge trimmers, blowers, edgers and hand shears to trim plants.
- Operate dump trucks with air-brake system.
- Perform other related duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the methods and techniques of mowing, planting, pruning.
- Knowledge of the methods and techniques of preparing recreational fields for play.
- Skill in operation of power tools and hand tools
- Skill in operation of manual and automatic transmission automobiles.
- Ability to perform manual labor.
- Ability to keep simple records.

- Ability to maintain inventory
- Ability to compile reports
- Ability to provide working supervision to assigned personnel.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Basic computer skills

#### **ADDITIONAL REQUIREMENTS:**

- The knowledge, skill, and abilities are usually, although not always, acquired through the completion of high school, two (2) years of experience of commercial landscaping, lawn care, or a related area and two (2) years of lead worker or supervisory experience. Equivalent combinations of education and experience will be considered.
- Must possess a valid Class C (Commercial Vehicle) Driver's License before employment and maintain licensure for the duration of employment in this position.

#### **PHYSICAL REQUIREMENTS:**

*The physical activities below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Work involves lifting, pushing, pulling, or carrying 50 pounds or more
- Work involves the operation of earth-moving equipment and commercial motor vehicles
- Work involves the operation of All Terrain Vehicles (ATV)
- Work involves the operation of tools such as shovels, hoes, and sling blades
- Work involves the operation of motorized equipment such as zero turn mowers, tractors, chain saws, power saws
- Work involves stooping, bending, twisting, or reaching out in unusual positions
- Work involves climbing and running
- Works above ground or floor level, such as stools, ladders or man lifts
- Work involves enduring inclement temperature over a long period of time
- Work involves considerable physical exertion of the whole body over a long period of time
- Work involves wearing appropriate safety gear when operation equipment; such as gloves, safety glasses, ear plugs, chaps, long sleeves, steel toe boots, etc.
- Work requires near vision (twenty inches or less)
- Work requires distance vision (twenty feet or more)
- Work involves hearing and understanding conversation or sounds

#### **SALARY RANGE:**

\$39,166.40-\$44,948.80

Applications and resumes will be accepted until the position is filled. Applications and resumes may also be faxed to (870)330-0059; emailed to [skylar.krause@txkusa.org](mailto:skylar.krause@txkusa.org) accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.